



Service Department:

P – 800.333.0598

F – 585.224.7968

www.siewertequipment.com

INCOMING GOODS FORM

CUSTOMER INSTRUCTIONS FOR INCOMING EQUIPMENT

Many pumps handle hazardous liquids and chemicals which may be injurious to property or personnel. Products returned without proper attention given to safety requirements will not be accepted and will be returned to consignor.

CUSTOMER MUST COMPLETE ALL SECTIONS

1. Company & Contact:

Company Name: _____ Date: _____

Contact Person: _____ Phone: _____

Delivery method: _____ Email/Fax: _____

2. Equipment & Product/Liquid:

Item Returned: _____ Liquids Pumped: _____

Manufacturer: _____ Reason for return: _____

Model: _____

Serial no.: _____ Urgency/need by:* _____

** A \$175 service charge plus labor applies to all same day and next day emergency inspection services. **

3. Certification of Decontamination:

- Equipment has been drained, flushed and decontaminated of any potentially toxic, corrosive, or dangerous substance (**SDS required for non-water services**)
 - SDS or MSDS included or already on file
 - Equipment was only in air, water, sanitary sewage, or steam
 - Equipment is new and unused
- Lubricating oils have been drained from bearing housing and/or gear box.

This document acknowledges cleaning/decontamination (drained and flushed if necessary) of the equipment in accordance with best known procedures available to customer for rendering the equipment to the least hazardous state practicable.

Customer Signature: _____

Date: _____

4. Service Center Location:

Rochester:
Siewert Equipment
175 Akron Street
Rochester NY 14609
Attn. Shawn Martindale

Troy/Albany:
Siewert Equipment
244 1st Street
Troy NY 12180
Attn. Derek Lillis

An equipment receipt acknowledgment and inspection proposal will be provided within 1-2 days after receipt and acceptance. Thank you for choosing Siewert Equipment.